



## Application for Employment

PHOTO

Post applied for : _____	
Salary Expected : _____	Earliest date to commence : _____

<b>PERSONAL DETAILS</b>		
Full Name *Mr /Mrs /Ms _____	Place of birth _____	
Aliases (if any) _____	Date of birth _____	
Address _____	Nationality _____	
_____	Date of Issue (For PR) _____	
_____	NRIC No. _____	
Tel No. Office : _____ Home: _____	Dialect Group _____	
Handphone : _____ Pager : _____	Religion _____	
Marital Status *Single /Married/ Divorced/ Widowed/ Separated	Race _____	
Sex : M / F	Driving Licence: Yes / No	Passport No. (If non-Citizen) _____
Age : _____	Class: _____	Date/Place of Issue _____

II FAMILY PARTICULARS (Please include all family members)				
Name	Relationship	Age	Occupation	Contact No.

If in case of emergency (Immediate family members only)	
Person to contact _____	Relationship _____
Address _____	Contact No. : _____

Please delete whichever is not applicable

III EDUCATION (Please attach all relevant certificates)				
NAME OF SCHOOL	From	To	Highest Standard Passed	
PRIMARY				
SECONDARY				
PRE-UNIVERSITY				
UNIVERSITY				
POLYTECHNIC				
VOCATIONAL INSTITUTE				
PROFESSIONAL INSTITUTE				
OTHERS				
PART-TIME COURSES STUDIED NOW				
PART-TIME COURSES WHICH YOU INTEND TO STUDY				
MERIT AWARD RECEIVED	Type:			Year:

IV EMPLOYMENT HISTORY (Please attach all relevant testimonials)					
NAME OF COMPANY (Begin with Present Employer)	Position Held	From	To	Last Drawn Basic Salary	Allowance (if any)
1.					
	Job Responsibilities				
	Reason for Leaving:				
2.					
	Job Responsibilities				
	Reason for Leaving:				
3.					
	Job Responsibilities				
	Reason for Leaving:				
4.					
	Job Responsibilities				
	Reason for Leaving:				
Have you worked in this Company before? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" provide the following details : Date left : _____ Position : _____ Outlet / Dept : _____ Last Drawn Salary: _____ Have you been terminated/ dismissed/ suspended from the service of any employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details : _____					

V PERSONAL REFERENCE			
Name	Contact No.	Profession	Years Known

**VI NATIONAL SERVICE** (Please attach ORD certificate, if any)

1. Have you completed N.S.?  Yes  No

2. If yes, state: Date Joined \_\_\_\_\_  
 Date Left \_\_\_\_\_  
 Rank in N.S. \_\_\_\_\_  
 Next Reservist date \_\_\_\_\_

3. If No, when are you due for N.S.? \_\_\_\_\_

4. If you are exempted from N.S., state reasons. \_\_\_\_\_

**VII ACTIVITIES**

1. Of what Associations/ Societies were/are you a member?

School / Institution	Position Held	Period

2. Present hobbies/interests/sports : \_\_\_\_\_

**VIII GENERAL**

1. Languages/ Dialects spoken? \_\_\_\_\_

2. Languages written? \_\_\_\_\_

2. Are you suffering from any illness / disease? \_\_\_\_\_

3. Are you on any medication? \_\_\_\_\_

4. Physical disabilities or handicaps suffered: \_\_\_\_\_

5. Have you ever been convicted of a criminal offence?  Yes  No  
 If Yes, give details \_\_\_\_\_

7. Have you any relatives/friends you know in our employ?  Yes  No  
 If Yes, give details \_\_\_\_\_

**IX How Did You Get To Know About This Vacancy?**

Advertisement  Employee Referral  Friends  
 Walk-In  PastaMania's Website  Others \_\_\_\_\_

I declare that to the best of my knowledge, the particulars provided are true and I hereby give my consent to the company to check my employment records with my previous employers. I am aware that any false or misleading statements made by me will be cause for dismissal if employed.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

# INTERVIEW RATING FORM

Candidate's Name : \_\_\_\_\_ Post Applied For: \_\_\_\_\_

Interviewer's Name : \_\_\_\_\_

PLEASE TICK THE APPROPRIATE BOXES.

- |  | 1  | 2   | 3  | 4   | 5  |
|--|--|---|--|---|--|
| 1. EDUCATION & TRAINING<br>(Sufficient education, grades of relevant subjects, appropriate qualifications for the job)                   | <input type="checkbox"/> Unqualified       | <input type="checkbox"/> Insufficient or inappropriate      | <input type="checkbox"/> Sufficiently Qualified with Normal Grades | <input type="checkbox"/> Sufficiently Qualified with Outstanding Grades | <input type="checkbox"/> Qualified for Higher Jobs in Future |
| 2. WORK EXPERIENCE   | <input type="checkbox"/> None              | <input type="checkbox"/> Non-relevant experience            | <input type="checkbox"/> Some relevant experience                  | <input type="checkbox"/> Extensive relevant experience                  | <input type="checkbox"/> Experience perfectly fits the job   |
| 3. APPEARANCE<br>(Neat, pleasant, smart, sloppy, sickly, robust)   | <input type="checkbox"/> Poor              | <input type="checkbox"/> Fair                               | <input type="checkbox"/> Average                                   | <input type="checkbox"/> Above Average                                  | <input type="checkbox"/> Outstanding                         |
| 4. PERSONALITY<br>(Cheerful, sociable, likeable, assertive, confident, outgoing, polite, shy, unresponsive)                              | <input type="checkbox"/> Poor              | <input type="checkbox"/> Fair                               | <input type="checkbox"/> Average                                   | <input type="checkbox"/> Above Average                                  | <input type="checkbox"/> Excellent                           |
| 5. CHARACTER/TEMPERAMENT<br>(Sincere, trustworthy, disciplined, responsible, emotionally mature, independent, passive, weak, indecisive) | <input type="checkbox"/> Not impressive    | <input type="checkbox"/> Quite Impressive                   | <input type="checkbox"/> Sufficiently Impressive                   | <input type="checkbox"/> Very Impressive                                | <input type="checkbox"/> Exceptionally Impressive            |
| 6. ABILITY TO COMMUNICATE<br>(Coherent, persuasive, able to listen, fluent, long-winded)   | <input type="checkbox"/> Unable to express | <input type="checkbox"/> Some difficulty                    | <input type="checkbox"/> Acceptable                                | <input type="checkbox"/> Effective                                      | <input type="checkbox"/> Very Effective                      |
| 7. MOTIVATION<br>(Reason for application - enthusiastic, conscientious, indifferent)   | <input type="checkbox"/> Disinterested     | <input type="checkbox"/> Needs to be Pushed                 | <input type="checkbox"/> Sufficiently Motivated                    | <input type="checkbox"/> Self-starter                                   | <input type="checkbox"/> Highly Motivated                    |
| 8. MENTAL ALERTNESS<br>(Intelligent, sharp, logical reasoning, sound judgment, well-informed, naive, slow)                               | <input type="checkbox"/> Poor              | <input type="checkbox"/> Fair                               | <input type="checkbox"/> Alert                                     | <input type="checkbox"/> Very Alert                                     | <input type="checkbox"/> Exceptionally Alert                 |
| 9. LEADERSHIP QUALITIES<br>(Ability to motivate, human relations, leadership traits)   | <input type="checkbox"/> Camp Follower     | <input type="checkbox"/> Requires Training for Present Role | <input type="checkbox"/> Sufficient for Present Role               | <input type="checkbox"/> Has Potential for Bigger Role                  | <input type="checkbox"/> Natural Leader                      |
| 10. JOB STABILITY<br>(Steady employment record, job-hopper)  | <input type="checkbox"/> Not Stable        | <input type="checkbox"/> Quite Stable                       | <input type="checkbox"/> Stable, with Lateral Moves                | <input type="checkbox"/> Stable, with Career Advancement                | <input type="checkbox"/> Very Stable Record                  |
| 11. OVERALL IMPRESSION   | <input type="checkbox"/> Poor              | <input type="checkbox"/> Fair                               | <input type="checkbox"/> Average                                   | <input type="checkbox"/> Good   | <input type="checkbox"/> Outstanding                         |

12. ADDITIONAL COMMENTS: \_\_\_\_\_

13. INTERVIEWER'S RECOMMENDATION : NOT RECOMMENDED / RECOMMENDED / HIGHLY RECOMMENDED / KIV

\_\_\_\_\_  
INTERVIEWER'S SIGNATURE

\_\_\_\_\_  
INTERVIEW DATE



